

E. Candidate notification:

1. An integral part of any recruitment system is candidate notification. It is important for you to understand when and how applicants are notified of the status of their resumes. Candidates receive written notices only in the following instances:

- When the resume and supplemental data have been received, and
- When the selecting official sends a non-selection letter, or
- When the applicant is selected.

Reminder: It is the responsibility of the selecting official to notify all candidates who are not selected for vacancies. The servicing CPAC will notify the selectee of their tentative selection pending verification of eligibility, completion of physicals, etc.

2. Applicants also may obtain feedback on the status of their resumes through Resumix On-line Automated Response (ROAR) system. This automated system allows all applicants to view information and activity regarding resumes on file, such as employment categories, occupational series, and locations applied for, etc. Applicants may also see the positions for which they were considered and the results of that consideration. This program can easily be accessed by going to the WCPOC web site (www.cpoc.army.mil) and clicking on Resumix On-line Automated Response (ROAR).

3. Interested applicants may find out what vacancies are currently being recruited for at the WCPOC, by viewing the "Recruitments in Progress (RIP)" on our web site (www.cpoc.army.mil). They simply click on "Employment Opportunities", then click on "How to apply through Resumix, (RIP), and announcements", then click on "Recruitments in Progress". This allows all applicants to view the positions that are in the WCPOC Staffing Services Division for which no referral has been issued. The vacancy is entered on the RIP immediately upon receipt in SSD and is taken off the RIP when a referral is issued, commitment is made to a priority candidate, or cancellation of the recruitment request.